



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Real Estate Commission**  
 110 Centerview Dr. • Columbia • SC • 29210  
 P.O. Box 11847 • Columbia • SC 29211-1847  
 Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427  
 llr.sc.gov/re

**BROKER-IN-CHARGE OR BROKER LICENSE BY RECIPROcity APPLICATION**

*This application is only for Georgia residents who qualified in and hold an active real estate license in Georgia.*

Type of License:  Broker                       Broker – in – Charge

Mail the following to the above address:

- Broker –in- Charge license fee: \$250; or **Broker license fee: \$125**, by check or money order made payable to **LLR- Real Estate Commission** (All fees are non-refundable) A returned check fee of up to \$30, or an amount specified by law, may be accessed on all returned funds.
  - Legible copy of driver’s license or state issued ID (proof of GA residency such as current utility bill will be required if ID or address do not reflect Georgia Residency)
  - Copy of your social security card
  - Notarized Verification of Lawful Presence (attached)
  - Certification of Licensure History from the GA Real Estate Commission (and any other licensed jurisdiction)
  - Criminal History Explanation Form, if applicable
- **Fingerprint SLED and FBI criminal background checks are required** of all applicants pursuant to S.C. Code of Laws Section 40-57-115. **Instructions on how to obtain the fingerprint criminal background check will be emailed to the applicant after the application is received.** Please ensure you have a valid application on file with the South Carolina Real Estate Commission before having your CBC report sent to the Commission. If a CBC report is received and no application is on file, the CBC report will be disposed of after 90 days and a new one will need to be requested once the application is received.

**PERSONAL INFORMATION**

Legal Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street, City, State, Zip Code)

Mailing Address: \_\_\_\_\_  
(If different than above)

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For Statistical Purposes: Sex:  M       F    Race (For statistical purposes only): \_\_\_\_\_

**OFFICE INFORMATION**

Company Name: \_\_\_\_\_ Office Code: \_\_\_\_\_  
(Name of company that you intend to operate/be licensed with.)                      (If pre-existing SC Office)

Street Address: \_\_\_\_\_  
(Street, City, State, Zip Code)

Mailing Address: \_\_\_\_\_  
(If different than above)

Office PH: \_\_\_\_\_

**EMPLOYING BROKER-IN-CHARGE ACKNOWLEDGMENT**

**Applies to Broker Applicants Only:**

I hereby certify that the individual named above will be employed by this company and will work under my supervision and that I am liable for his/her actions while licensed with this company. If the applicant should sever his/her employment with me, I will immediately advise the SC Real Estate Commission and give the reason thereof.

Company Name: \_\_\_\_\_

Office Code (Required): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Broker-In-Charge

**REAL ESTATE EXPERIENCE**

State in which you are currently licensed (for reciprocity):  Georgia

(a) Please list any other states in which you have previously or currently hold a Real Estate license (if needed, attach additional sheet to list all):

State: \_\_\_\_\_ Dates Licensed (from-to): \_\_\_\_\_

State: \_\_\_\_\_ Dates Licensed (from-to): \_\_\_\_\_

State: \_\_\_\_\_ Dates Licensed (from-to): \_\_\_\_\_

(b) You will need to attach or have the applicable State Board mail in the **Certificates of Licensure** from each state in which you are currently or were previously licensed in during the past five (5) years. Certificates must be dated within the past 6 months.

**DISCIPLINARY QUESTIONS**

1. Have you ever been denied a license/registration to practice a profession or occupation in South Carolina or in any other state or has any disciplinary action been taken against your license in South Carolina or in any other state? (If yes, explain on a separate sheet and provide copies of any related disciplinary Orders)  YES  NO

2. Have you ever been convicted of or pled guilty or nolo contendere to a crime (other than a minor traffic offense)? If yes, attach the completed Criminal History Explanation form. Include all pertinent information such as charges, dates, locations and sentences  YES  NO

**PRIVACY ACT DISCLOSURE**

*South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

**ATTESTATION**

- **I certify** that all statements contained herein are true and correct to the best of my knowledge. I further understand that the information provided or in connection with this application may be investigated and verified, and false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.
- **I hereby represent** and warrant to the Commission that I will, at all times, comply with the South Carolina Real Estate License Law and Regulations.

**These statements are for Broker-in-Charge applicants only:**

- **I hereby authorize** a representative of the Real Estate Commission to inspect all records that I may have pertaining to the real estate brokerage firm; including my trust or escrow account and bank records of such trust or escrow account.
- **I hereby affirm** that I have established an escrow account in a bank authorized to do business in South Carolina and that I understand I am responsible for the maintenance of this account. List name and address of bank (**required**).

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**OUT OF STATE APPLICANTS ONLY**

**CONSENT TO JURISDICTION AND SERVICE OF PROCESS**

The undersigned applicant for license as a real estate broker or broker-in-charge, being a non-resident of the State of South Carolina, does hereby irrevocably consent that if any action arises against the undersigned growing out of undersigned's acts or omissions as a real estate licensee within the State of South Carolina, suit may be commenced against said undersigned in the County of the State of South Carolina in which the said cause of action may arise, or in which plaintiff may reside, by the service of process upon the Administrator of the South Carolina Real Estate Commission, whom the undersigned hereby designates as agent for such service, and the undersigned further consents that such service shall be begun and held in all courts to be valid and binding as if due service had been legally made upon undersigned in the State of South Carolina.

\_\_\_\_\_  
Applicant Signature

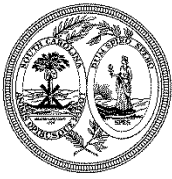
Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Notary Name

\_\_\_\_\_  
Notary Public for

\_\_\_\_\_  
Commission Expiration Date



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
being first duly sworn deposes and states as follows:

**Check only one box:**

1.  I am a United States citizen; or

2.  I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3.  I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4.  Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)